



Freelance Fundraising Executive Contract Summary of services to be provided

Address: Turner's House, Sandycombe Lodge, 40 Sandycombe Road, TW1 2LR
Reports to: House Director (working with Fundraising Officer)
Contract: 40 hours (5 days) a month (approx. 1 day a week flexible working from home attending meetings at Sandycombe Lodge as needed)
Rate of pay: £18 per hour
Starting Date: March 2020 for 4 months
Apply by: 18 February 2020

Principal duties and responsibility (in conjunction with and in liaison with the Fundraising Officer):

1. Working with a trustee, receive handover from Fundraising Consultant and ensure that all the materials are saved on the house shared drive in suitable form.
2. Working with the House Director and trustees on the implementation of the Revenue Fundraising Plan and tasks, which include:
 - a. Applications to charitable trusts and foundations. Aiming to complete 12-15 applications which have already been identified.
 - b. Development & delivery of Donor Recognition Plan and Donor & Prospect Stewardship Plans
 - c. Producing donor narrative & financial reports as required
 - d. Keeping records and systematising & embedding Fundraising tools
 - e. Ongoing identification of key propositions and budgetary needs
 - f. As appropriate: development plans for other income streams (onsite & online donations, Gift Aid, Annual Appeal, Sponsorship Appeal, Friends fundraising appeals etc.)
3. Leading on online fundraising and, working with Staff and the Fundraising officer, the associated promotion of Turner's House (and its Patrons Circle and Sandycombe Circle) on the website and social media
4. Support House Director and Fundraising Officer to increase income from Individual Patrons and Sandycombe Circle (PC&SC):
 - a. Stewardship and administration of SC, including renewals process
 - b. Maintenance of SC records as per THT requirements

5. Support House Director and Fundraising Officer to establish and manage Corporate Supporters Circle (CSC):
 - a. Maintain lists of key local corporate prospects (in-kind and cash), including internal “Who knows Who”
 - b. Maintain the Corporate Supporters Circle Stewardship Plans
6. Identify opportunities for and organise Fund Raising events (at the House, relevant host venues, and / or in conjunction with local partner venues):
7. Other duties as required

Essential requirements

- Extensive experience in fundraising in the arts and heritage sector with proven track record of raising funds and excellent management of donor relationships
- An understanding of the arts and heritage fundraising market
- Excellent written and verbal communication skills, ability to create engaging fundraising materials, confidence to make approaches to donors
- The ability to act with diplomacy and confidentiality
- Good IT and social media skills
- Good project management skills
- Confidence with budgets
- Education to at least degree level or equivalent work experience
- Self-motivation, self-organisation and demonstrable initiative
- The ability to work independently and as part of a small team.

Desirable

- An interest in art, architecture and community engagement
- Previous experience of working with volunteers

Other information

Turner's House is an equal opportunities employer. Applications are welcome from all.

